

TRANSMITTAL SLIP		DATE 21 Nov 1978	
TO: 		Pers Mgmt Eval Staff/OF	
ROOM NO. 1006	BUILDING Ames		
REMARKS:			
<p>Mary: Here's a copy of our policy paper for implementation of the DDA Senior Secretarial Panel. We plan to competitively evaluate this group on 4-5 December.</p> <p>Thanks for your help!</p> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 10px auto;"></div>			
FROM: DDA Clerical Coordinator			
ROOM NO. 7D-02	BUILDING Hqs.	EXTENSION 	

FORM NO. 241
1 FEB 55

REPLACES FORM 35-8
WHICH MAY BE USED.

(47)

Policy and Procedures
for
Directorate of Administration
Senior Secretarial Panel (SSP)

1 October 1978



Michael J. Malanick
Acting Deputy Director for Administration

Date

STAT

20 Nov. 1978
is updating this
9/81
will send PAE copy
RED

DDA SENIOR SECRETARIAL PANEL (SSP)

I. POLICY

In compliance with the DDCI memorandum of 13 April 1978, Subject: Establishment of Career Service Panels for the Career Management of Secretarial and Clerical Personnel, the Directorate of Administration has established, effective 15 May 1978, a Senior Secretarial Panel (SSP) to administer a career management program for senior secretaries, GS-08 and above. (Secretarial personnel for purposes of this panel will include all clerical personnel who function primarily as secretaries, regardless of their occupational title and irrespective of Agency certified shorthand ability.) Such personnel will be identified by each DDA sub-group.

The DDA SSP will have five (5) Voting Members and will be composed of the following:

Chairman - DDA Career Management Officer (Voting Member)
Voting Members - Four GS-12 through GS-14 officers appointed by their respective DDA Office Director. Panel members will serve for two (2) years and membership will be rotated among all nine (9) sub-groups to assure equitable representation.
Executive Secretary and Advisor - DDA Clerical Coordinator

II. OBJECTIVES

The DDA SSP has been established for the purpose of career management, development, competitive evaluation, ranking, promotion and assignment of secretarial personnel in grades GS-08 and above within the Directorate.

Although career management of senior secretaries will be administered at the Directorate level, the secretaries will carry the career designation of the office to which they are assigned; e.g., secretaries assigned to the Office of Security will retain the "MS" service designation until reassigned.

Each DDA sub-group will be required to keep the SSP informed in a timely manner on senior secretarial requirements of the office, including organizational change and job vacancies.

Senior secretaries, GS-08 and above will be evaluated and considered for promotion semiannually by the DDA SSP. Results of competitive evaluation will be utilized in making recommendations for assignment of secretaries as senior secretarial vacancies occur in the Directorate/Agency. The Executive Secretary, SSP will notify each candidate of his/her eligibility for consideration for a particular vacancy through a limited distribution vacancy notice to determine the candidate's interest. This will be routed via the sub-group personnel officer for dissemination. The SSP will then rank the candidates and forward for consideration the names of the most suitable candidates for the position to the office having the vacancy.

Assignment to GS-08 and above senior secretarial positions will be restricted to secretaries either at the grade level of the position or no more than two grades below the position to be filled. When, for example, there is a GS-08 secretarial vacancy, GS-08 secretaries will be considered as well as the most suitable GS-07's and GS-06's who have been identified by the sub-groups. Toward selection by the SSP, the sub-groups will provide supporting documentation such as listed in paragraph IV, A, B, and C.

III. RANKING CRITERIA

DDA senior secretaries will be comparatively ranked according to their overall "Value to the Directorate" under the five categories outlined in Attachment 1, and will be numerically ranked within their respective grade structure.

The DDA SSP will utilize meaningful and equitable evaluation criteria for competitive evaluation ranking (outlined in Attachment 2). The SSP will focus its attention on two primary aspects: (1) the secretary's performance to date and potential to perform effectively at or beyond the next grade level; and (2) the secretary's mobility in terms of location, flexibility in terms of overtime, and willingness to accept secretarial jobs elsewhere in the Directorate/Agency.

IV. GUIDELINES FOR EVALUATION

To assist the Panel members with their evaluation, the following will be available to them:

- A. Official Personnel File (OPF)
- B. Office soft file
- C. Evaluation books which will contain:
 - (1) an updated biographic profile,
 - (2) the two most recent FR's,
 - (3) Career Preference Outline (CPO) completed by each secretary

(The items in paragraph C (1), (2), (3) will be provided to the SSP by each Sub-group on their respective secretaries prior to the ranking exercise.)

- D. A spread sheet listing all senior secretaries by grade.

V. PROMOTION CRITERIA

Promotion actions for senior secretaries will be initiated by the SSP based on the competitive evaluation exercise, evidence of the employee's ability to perform at a higher grade, headroom, and availability of a properly graded position. Supporting recommendations for promotion may be submitted to the Panel by a sub-group for consideration in the competitive evaluation exercise.

The Executive Secretary, SSP (DDA Clerical Coordinator) will maintain a centralized "EYES ONLY" file of the SSP rankings. Access to the file will be limited to the DDA, A-DDA, DDA office heads, and panel members. Senior secretaries may discuss their individual ranking with the Executive Secretary or any member of the SSP.

VI. TRAINING

Although the SSP may recommend job-related training for a senior secretary as a result of its competitive evaluation exercise, it will be the responsibility of the parent sub-group to work with the employee to implement and schedule a training program for the secretary. Such training will depend significantly on individual initiative and must be within budgetary and staffing limitations of the component. DDA offices are encouraged, however, to make training available to senior secretaries to enable them to perform more effectively in their present positions and to assist them in future career development.

ATTACHMENT 1

DESCRIPTORS FOR COMPARATIVE EVALUATION GROUPINGS

HIGHEST POTENTIAL (HP)

Employees whose experience, qualifications and excellent performance in assignments and training indicate that they have the highest potential for advancement. Career actions should utilize and further develop this potential.

MAY DEVELOP HIGH POTENTIAL (MD)

Employees whose qualifications and performance clearly are above average and who give indication that they later may demonstrate high potential for greater responsibility. Career actions (assignment, training, experience on the job) should enhance their skills and develop this potential.

VALUABLE CONTRIBUTION (VC)

Employees whose performance is good and who generally are realizing their potential. This category will include some employees who may be capable of performing at a higher level of responsibility and some who may not. Among those who may not are employees who are making a vital contribution to the functioning of their office (above average or satisfactory performance) and would continue to do so either in their present or a rotational assignment. Career management for employees in this grouping should provide sufficient opportunities for work satisfaction, improvement of skills, and personal growth at current levels of responsibility so that those who may have future potential have an opportunity to demonstrate it.

LIMITED POTENTIAL (LP)

Employees whose over-all performance is adequate but who have some characteristic affecting knowledge or performance such that their potential is judged to be limited. Their career planning and counseling should consider whether there are measures which reasonably can be taken to assist them in overcoming such deficiencies, whether their talents can be utilized better in some other function or office, or whether they should be encouraged to seek career opportunities elsewhere.

SUBSTANDARD (SS)

Employees whose performance and potential are substandard in comparison with others of the same grade and occupational category. Requisite administrative actions may include, dependent on the procedures of the Career Service, notification, counseling, training and/or reassignment. Employees in this grouping are subject to downgrading or separation under the procedures specified by Agency regulations and the Career Service. In a surplus situation, employees so evaluated would have low priority for retention.

DDA SENIOR SECRETARIAL COMPETITIVE EVALUATION CRITERIA

	Outstanding	Strong	Proficient	Marginal	Unsatisfactory
I. <u>PERFORMANCE</u>	10	9-8	7-5	4-1	0
A. <u>Specific Knowledge & Clerical Skills</u> - the degree to which the employee possesses technical skills and knowledge necessary to perform the assignment well.					
B. <u>Quality</u> - the degree to which the individual produces high-quality work.					
C. <u>Initiative</u> - the degree to which the individual actively seeks additional tasks, assumes responsibility and/or offers solutions to problems.					
D. <u>Interpersonel relations</u> - the degree to which the individual successfully relates to and works with subordinates, peers, and supervisors.					
E. <u>Dependability</u> - the degree to which the employee can be depended upon to finish simple and complex tasks properly.					
F. <u>Works Under Pressure</u> - the degree to which the employee is able to work well under pressure.					
G. <u>Adaptability</u> - the degree to which employee responds positively to dynamic requirements and unusual work situations.					
H. <u>Judgment</u> - the degree to which an individual makes sound recommendations and effective decisions.					
I. <u>Self-expression</u> (Written and Oral) - the effectiveness of the individual in expressing himself/herself orally and in writing.					
Total for performance _____					

DDA SENIOR SECRETARIAL COMPETITIVE EVALUATION CRITERIA
(con't)

	Outstanding	Strong	Proficient	Marginal	Unsatisfactory
	10	9-8	7-5	4-1	0
II. <u>POTENTIAL</u>					
A. <u>Mobility</u> - the availability and willingness to accept a reassignment within the Directorate/Agency.					
B. <u>Evidence of self-improvement</u> - the degree to which the individual has shown interest in his/her intellectual and professional growth through education/training and experience.					
C. <u>Supervisory</u> - the degree to which the individual shows potential to motivate and supervise people in an activity or program.					
Total for Potential _____					
Grand total _____					

DDA SENIOR SECRETARIAL CAREER PREFERENCE OUTLINE

Name:	Current Position Title:	Grade:
EOD with Agency:	Office:	
Agency qualified in:		
Typing: _____ Shorthand: _____		
Career preferences:		
1. Are you interested in reassignment at this time? If you desire no assignment change at this time, please state.		
2. Are you interested in a PCS overseas assignment?		
3. Do you have any restrictions as to location of assignment in the Metropolitan Washington area? If so, list.		
4. Are you able to work overtime if you are nominated for a senior secretarial vacancy which requires overtime?		
5. What training (internal/external) have you completed since the submission of your last CPO? (In last two years for initial CPO)		
6. Summarize what your future career goals are and what you are doing to achieve these goals?		

Signature of employee

Date